

FINELINE

A Division of Finance monthly communication service

May 2003

State Has New Business Travel Credit Card Contract

The State of Utah has negotiated a new contract with JP Morgan Chase to provide a business travel credit card program. The State issues individual business travel credit cards to employees who travel at least three times per year and request a card. The employee may use the card to pay for official travel expenses (except airfares). The State also establishes Central Travel Accounts (CTA) with Chase, which are used for all official airfares.

Since JP Morgan Chase is the current provider, it will **not** be necessary to issue new cards and account numbers.

State Contracts Rare

The State is fortunate to obtain this contract. In the world of credit card programs, states are not highly valued clients because of the relatively high number of cards issued, the low amount charged to each card, and the slowness of payment on the part of some employees. An annual fee of \$20 to \$25 is common in the industry.



Contract Changes

Most of the conditions of the current contract are included in the new contract with the following exceptions:

- ★ **JP Morgan Chase will assess the employee a \$10 late fee on any balance outstanding 30 days after the statement date, and a 2.5% late fee at 60 days after the statement date and every 30 days thereafter.**

Employees continue to be responsible for paying the balance due and any fees assessed on their accounts each month. The state will not pay any late fees assessed on an employee's account. Employees should submit travel reimbursements as soon as possible after completing travel.

- ★ **JP Morgan Chase will assess the State an annual fee of \$6 per individual card and CTA account.**

This fee will be charged on accounts with a status of either *active card* or *not activated* as of July 1, 2003. Prior to that date a list of cards in this status will be distributed to agencies for consideration.

As in the past, the Division of Finance will make the payment to JP Morgan Chase for the annual fees and will create a PV3 for each account so agencies can distribute the costs. We anticipate making the payment during the second week in July.

Article continues on page 2

Cardholder Benefits

Benefits offered to cardholders through the program include:

✓ **\$500,000 Common Carrier Insurance**

This is available if the fare is charged to a CTA account (as required by state policy).



✓ **\$1,250 Lost or Stolen Luggage Insurance**

This is secondary insurance on checked luggage if the fare is charged to a CTA account (as required by state policy).

✓ **\$1,000 Hotel/Motel Theft Insurance**

Hotel/Motel must be booked with a JP Morgan Chase card. Insurance covers personal property stolen from cardholder's room by forceful entry.

If you travel more than three times per year and would like a card, contact your agency card program administrator. If you have a card and do not use it, please have it canceled. If you have any questions, please call Nanette Moyar at 801-538-3020 or Carol Young at 801-538-3100. ❖

Deadlines for FY 04 Budgets, Chart of Accounts Setup

Listed below are selected agency deadlines for the setup of fiscal 2004 budget and the new year chart of accounts. See the calendars distributed at the Budget and Accounting Officers meeting for a complete list of setup dates.

May 2 Final restricted revenue budgets are due. Agencies update their restricted general and restricted special revenue fund revenue budgets with RB documents on-line in FINET.

May 5 Complete all changes on-line for activity, reporting category, project/job entries, and for FAIT.

May 7 Review reports, provided by Finance, for new year appropriation, revenue, and expense budgets loaded to FINET. Also review activity, reporting category, project/job, and FAIT tables.

May 14 Submit January, February, and March Trust and Agency Bank reconciliations to Deborah Memmott.

May 21 Begin cleanup of standard POs in preparation for yearend. Finance will close all outstanding OLD year POs on August 22.

May 22 Complete Coding Block Change Table (CBCT) entries on-line.

May 28 Confirmation letter due to Dave Byg stating that your Fixed Asset Physical Inventory is completed. ❖



Agencies Are Now Responsible for Leave Corrections

We continue to make progress with the new Payroll System and are now allowing agency staff to make their own leave balance adjustments. State Payroll will continue to be responsible for leave payouts, but leave corrections are now the responsibility of the agencies. Please note that agency management should approve and monitor all leave balance corrections.

Documentation on how to make leave quota corrections and how to report on any quota corrections your agency has made is available in the Payroll User Manual on our Web site at www.finance.utah.gov/payroll/newsystem.htm.



Off-Cycle Checks

We have also changed the timing for processing checks outside of the normal payroll. No off-cycle checks will be processed during the week of payday. State Finance will process Payroll Warrant Request (FI 15) checks generated outside the normal payroll **only during the week of time entry**.

Requests received during the week of payday will not be processed until the Monday following payday. Payroll Warrant Request forms received before noon during the week of time entry will be processed that day. Any forms received after noon during the week of time entry will be processed the next day.

Flexible Benefits

We are still researching solutions to correct the deduction amount for Flexible Benefits. When we determine why the system is taking out too little each pay period, we will make a one-time adjustment to correct the year-to-date total.

Help Is Available

Computer-based training on how to use the Payroll System is available on the Finance Web site (www.finance.utah.gov/training/cbt.htm). In addition, a User Manual containing detailed procedures and other aids for using the system are available in the User Manual (www.finance.utah.gov/payroll/newsystem.htm).

You also can call the Payroll Help Desk at 801-538-3127 with questions about the Payroll System. ❖

Frequently Asked Question from FINET Help Desk

Q I had a miscellaneous provider set up on the Provider Table (PROV) so I could use it when entering REs. When I filled out my RE, I knew I would have to fill in the address, but I thought the system would fill in the provider name. It did not fill it in. What is wrong?

A Nothing is wrong. Miscellaneous providers are set up on PROV so that you can fill in the address that you need. FINET also requires that you fill in the provider name. When entering an RE for a miscellaneous provider, fill in the name and address. If it is not a miscellaneous provider, you will not be able to change either the name or the address of the provider. ❖



Representatives from Chinese Finance Ministry Visit Utah

Thanks to the agencies who assisted the Division of Finance in hosting two representatives from China's Ministry of Finance April 21–29. Cheng Xiaojia (Jane) and Lou Hong are in the United States to study the financial management of several states. They are preparing to make financial reforms in the People's Republic of China and to establish financial reporting standards.

The pair will spend a total of three months in the United States visiting Iowa, Idaho, Nevada, Oregon, and Utah to gain understanding of our treasury, budgetary, financial accounting and reporting, and local government oversight. They previously spent time with members of the Governmental Accounting Standards Board.

The agencies that helped the Division of Finance show Jane and Lou how Utah state government does business are the Legislative Fiscal Analyst's Office, the State Treasurer's Office, the State Tax Commission, the Governor's Office of Planning and Budget, the Utah Department of Transportation, the Insurance Department, and the State Auditor's Office. We truly appreciate your assistance. ❖



Check the Finance Web Site for Useful Information

Do you check the Division of Finance Web site when you're looking for answers? Our site offers a collection of financial information that might be just what you're looking for. You can check what's available by going to www.finance.utah.gov. When you select the *Services* button on the left, you will see a submenu of the general topics. Most of the topics lead to additional submenus. Below is an overview of the topics listed under *Services*, including examples of information available in each category:

- ➔ **Financial Reports** – CAFR, Fiscal Focus
- ➔ **State Bonds** – Continuing Disclosure, Bond Statements
- ➔ **State Travel** – Hotels, Rental Cars, Airport Parking, Caterers
- ➔ **FINET Accounting System** – System Calendar, Commodity/Vendor Files
- ➔ **Payroll** – User Manual, Codes, Frequent Questions
- ➔ **Data Warehouse** – Contact List, Frequent Questions, Data Booklet
- ➔ **Training** – Schedule, Course Descriptions, Computer-Based Courses
- ➔ **Newsletters** – *FineLine* and *Travel Update*
- ➔ **Policies** – Accounting Policies, Payroll Policies, Payroll User Manual
- ➔ **Forms** – Accounts Receivable, General Accounting, Inventory, Payroll, Payables/Receivables, Purchasing, Security, Travel, Miscellaneous
- ➔ **E-mail Notification Lists** – Data Warehouse, Payroll, FINET, Newsletters

Other buttons on the left of the home page are linked to information about our organization, including a Finance employee directory; new items on the site; Finance publications; links to other sites; and a site map. ❖

May Calendar

FINET Schedule

- May 2** FINET **open**; April monthend
May 26 FINET **closed**; Memorial Day
May 27 FINET **open**; Tuesday cycle



Payroll Training

Computer-based training on the Payroll System is available on our Web site at www.finance.utah.gov/training/cbt.htm.

For help using the Payroll System, call the Payroll Help Desk at 801-538-3127.

Data Warehouse Training

- May 5** Data Warehouse – Payroll; 10:00 – 11:30 a.m.
May 5 Data Warehouse – Payroll; 1:30 – 3:00 p.m.
May 6 Data Warehouse – FINET; 10:00 – 11:30 a.m.
May 6 Data Warehouse – FINET; 1:30 – 3:00 p.m.



FINET Classroom Training

We are not offering FINET classroom training during May. To add your name to the waiting list for Disbursing Lab or Purchasing Lab, call 801-538-3082.

FINET Internet Training

The following computer-based training teaches basic FINET skills and basic procedures associated with each functional area:

- Internet Courses:** System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Revenues and Receivables, Internal Transactions, and Fixed Assets.
- CD-ROM Courses:** On-line Inquiries, Grant Accounting, Budget Control, and Inventory Control (contact agency budget and accounting officers to obtain access to the CD-ROM courses).
- FINET Help Desk:** Call 801-538-9690 to resolve immediate questions.

Reservations



To reserve your spot in any class offered this month, call 801-538-3082.

If you make reservations and find that you cannot attend, please notify us as soon as possible.

To take any course not offered this month, call 801-538-3082 to add your name to our waiting list. We will notify you when the course is scheduled.

Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses at: www.finance.utah.gov/training/courses.htm